



# Youth/Community Support Worker (Repost)

Location : Takla Landing  
Start Date : **Immediate Start**  
Company : **Takla Lake First Nation: Temporary to March 31, 2017**

Takla Lake First Nation is seeking a Youth/Community Support Worker to work in Takla Landing. The Youth/Community Support Worker is primary responsible to provide support for youth initiatives as well as educational initiatives in the community to support programs and projects.

**This position is temporary to March 31, 2017.** The successful applicant will have a grade 12 diploma or a certificate/diploma in Business and/or Management. The successful candidate will have recent demonstrated successful experience working with First Nation leadership as well as at least 1-2 years' professional experience as a youth worker and/or working in an office and community environment.

## **Some Key Responsibility:**

- Work in a professional and focused manner to provide support services to various projects and programs that will be delivered in the Takla Lake First Nation Community.
- Work with the Youths, Community Members, Elders, Staff and Chief and Council on Youths and Community Initiatives.
- Excellent communication skills include presentation, persuasion, and negotiation skills required in working with internal and external stakeholders, including the ability to communicate effectively and remain calm and courteous under pressure.
- Provides systematic and dependable follow up as well as a high level of organizational and preparedness.
- Ability to think and act strategically, provide sound judgement and provide a positive, respectful and energetic attitude
- Strong interpersonal skills to assist and support members, administration as well as Chief and Council with effective management of projects and programs
- Plans, prepare, prints and ensures delivery of materials and support services associated with program delivery.
- Provide outstanding customer service to member and external stakeholders
- Strong prioritization and execution skills with a commitment to accuracy and detail
- Ability to work effectively in a high volume, fast-paced environment
- Ability to take and follow direction as instructed by your line manager as well as Chief and Council
- Maintains confidentiality and uses a high degree of discretion
- Any other duties that may be assigned.

## **Qualifications and Requirements:**

- Grade 12 Certificate/Diploma or a Certificate/Diploma in Business Management/Administration.
- 2-4 years' experience working with First Nations Leadership as well as a professional work environment in an office and community environment.

**Interested Applicants**

Please submit your Resume, Cover Letter and the names of three (3) Professional References to the attention of Dr. Nicole Cvenkel at [hr@taklafn.ca](mailto:hr@taklafn.ca) to be considered for an interview. **Application closing date is Friday January 27, 2017 at 4:00pm.** Interviews will be held immediately after the closing date – for an immediate start.

**Thanks for taking the time to read this job posting and for applying.**